



#### Module 8

## Roadmap for Success Individualized Family Service Plan

## **Record of the Journey**

#### **Documentation of Portfolio Results**

Name of participant	
Program affiliation (including district)Address	
	E-mail address
Signature(s), affiliation, address, phone numb	er, and e-mail address of person(s) documenting results:
Date completed and approved	

#### Module 8

# Roadmap for Success Individualized Family Service Plan

## **Record of the Journey**

#### **Documentation of Portfolio Results**

Assignment/Activity	Measure of Achievement	Date Assigned	Date Successfully Completed	Comments
8.1 Preparing the Family & Team for the IFSP Meeting  View PowerPoint, Roadmap for Success – Preparing the Family & Team for the IFSP Meeting (slides 1-11), engaging in discussion as directed.	Active participation in discussion and completion of quiz as directed by the trainer/supervisor.			
Use your copy of Rulemaking Hearing Rules of the State Board of Education-Chapter 0520-1-10 Tennessee's Early Intervention System to look up the location of correct responses to the three questions found on slide 13.				
Answer the questions aloud, and tell where the reference can be found. View slide 14 for answers to the quiz.				
8.2 Preparing the Family & Team for the IFSP	Active			

Assignment/Activity	Measure of Achievement	Date Assigned	Date Successfully Completed	Comments
Meeting (cont.)	participation in			
View PowerPoint, Roadmap for Success – Preparing the Family & Team for the IFSP Meeting (slides 15-18), and engage in discussion as directed.  Participate in review of 8.2a Before IFSP Checklist. Keep the checklist available as a quick reference as needed in your daily work routine.  Participate in review of 8.2b IFSP Meeting Invitation and 8.2c IFSP Recommendations.	discussion and review. Form 8.2a Before IFSP Checklist available in office for quick reference as needed.  Satisfactory completion of IFSP Invitation and placement in portfolio guide.			
Complete a sample invitation for an initial IFSP meeting, and place it in your portfolio guide.				
8.3 Preparing the Family & Team for the IFSP Meeting (cont.)	Completion by active participation as directed.			
View PowerPoint, Roadmap for Success – Preparing the Family & Team for the IFSP Meeting (slides 19-33)-The Team and the Meeting, participating in discussion as directed.				
Review 8.3a <i>IFSP - Tips for Facilitating the Meeting</i> as directed.				

Assignment/Activity	Measure of Achievement	Date Assigned	Date Successfully Completed	Comments
Review 8.3b <i>IFSP Meeting Agenda</i> as directed. This optional tool can be sent to the family with the IFSP meeting invitation if desired.				
8.4 Content of the IFSP  Read pages 29 (d) – 32 (ix) of Rulemaking Hearing Rules of the State Board of Education- Chapter 0520-1-10 Tennessee's Early Intervention System as an outside assignment. Complete the worksheet 8.4a Content of the IFSP Quiz, without referring back to the reading material, and give the completed worksheet to the trainer/supervisor. If a score of 80% or higher is achieved, place the worksheet in the portfolio. If a score of less than 80% is achieved, read the material again, and retake the quiz. Place quiz(s) in the portfolio guide.	80% accuracy on quiz			
8.5 Writing Meaningful Plans  View PowerPoint Roadmap for Success-Writing  Meaningful Plans (slides 1-4), engaging in discussion as directed.	Completion and participation as directed.			
8.6 Writing Meaningful Plans (cont.)  Writing the Plan Review the IFSP document page by page	Completion and active participation in all activities as directed. Items			

Assignment/Activity	Measure of Achievement	Date Assigned	Date Successfully Completed	Comments
following the trainer's instructions. Take notes on the IFSP form itself, as needed, and complete the activities as instructed.	placed in portfolio as requested.  Completion of field			
Briefly review the information found in 8.6b as instructed on slide 14.	observation, follow-up discussion with			
Complete activity 8.6c for rating outcomes and action steps as instructed in the handout and PowerPoint. Place this in your portfolio upon completion.	trainer/supervisor, and form included in portfolio.			
Return to PowerPoint.				
Read 8.6d Early Intervention Services & Funding thoroughly outside of training time.				
Return to PowerPoint				
Field Observation Schedule a field observation with an experienced service coordinator to observe an IFSP meeting (preferably an initial meeting). Complete 8.6e Field Observation Form – IFSP Meeting, and follow-up with the trainer/supervisor to review your observations and clarify any questions or concerns.  8.7 Implementing, Reviewing, and Revisiting the	Completion and			

Assignment/Activity	Measure of Achievement	Date Assigned	Date Successfully Completed	Comments
View PowerPoint Roadmap for Success- Implementing, Reviewing, and Revisiting the Plan (slides 1-6), engaging in discussion as directed. Participate in review of 8.7a After IFSP	active participation as directed for all activities in this section.			
Checklist., noting adaptations for your district/agency as needed. Keep the checklist available as a quick reference in your daily work routine.  Return to the PowerPoint. View slides 7-12, engaging in discussion as directed.				
Participate in review of 8.7b Review/Change Form and discussion of how to complete it. Remember that Review Status and Date found on pages 6 (Outcomes/Action Steps) and 7 (Services) of the child's IFSP must be updated when reviews are completed and/or modification to the outcome is made with agreement by the family and documented with a Review/Change Form. Review the suggestions on 8.7c Periodic				
Review Checklist with the trainer, noting adaptations for your district/agency as needed. Keep the checklist available as a quick				

Assignment/Activity	Measure of Achievement	Date Assigned	Date Successfully Completed	Comments
reference as needed in your daily work routine.				
Return to PowerPoint, and view slides 13-22 Revisiting the Plan, engaging in discussion as appropriate. Topics covered include annual review of the IFSP and the Interim IFSP.				
Review the information in 8.7d <i>Interim IFSP Procedures</i> and 8.7e <i>Interim IFSP</i> with the trainer, making notes to assist you as needed. View a sample interim IFSP from your district/agency, if available.				
8.8 Dr. Seuss on IFSPs Read or listen to this poem for fun.				

Additional comments			